

BROOKHAVEN NATIONAL LABORATORY PHYSICS DEPARTMENT	Number: PO-ESH-03	Revision: 2.1
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Subject: ES&H Policy Responsibilities and Authorities		
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ES&H POLICY RESPONSIBILITIES AND AUTHORITIES

The Physics Department ES&H Policies are in conformance with [BNL ES&H Policy](#), and achieves conformance by following the [Related Standards of Performance](#) stated in that Policy. The Physics Department has established an Environmental Management System in conformance with [BNL Environmental Stewardship Policy](#) and follows the [Standards of Performance](#) related to that Policy.

The Departmental Safety Policies shall be maintained as a web document consisting of individual policies applicable to specific Departmental operations. Responsibilities and authorities for the Physics Department Safety Policies are as follows:

I. RESPONSIBILITY FOR DEPARTMENT SAFETY

- A. The Department Chair is directly responsible for safety in the Physics Department and has the primary responsibility for taking the necessary measures to make certain that department facilities and activities comply with established safety requirements. The Chair shall provide full support to all components of the BNL safety program as set forth by BNL policy; the Environmental, Safety and Health Standards; the SBMS Subject Areas; the RadCon Manual; the BNL Emergency Response Plan; and other directive memoranda. The Chair is responsible for supporting those activities related to safety committees, local area emergency organizations, safety education and training, reporting and other actions designed to enhance the safety of operations. The Chair shall:
 1. Review and approve the Department ES&H Policies to ensure that they are consistent with Laboratory policy outlined in the [BNL ES&H Standards](#) and [SBMS Subject Areas](#), and the [BNL Radiation Control \(RadCon\) Manual](#).
 2. Review and approve the ES&H Documents for Physics Department Facilities that require authorization or review by Laboratory Level Safety Committees or the Department of Energy (DOE).
 3. Review and approve the ES&H Documents for Physics Department as required by the DOE, [BNL ES&H Standards](#), [SBMS Subject Areas](#), and the [BNL Radiation Control \(RadCon\) Manual](#).
 4. Review and approve the Experimental Safety Reviews and all incident reports.
- B. The [Department ES&H Committee](#) shall:
 1. Review the web document annually during February, as necessary or required.
 2. Forward completed Department Safety Policies to the Department Chair for review and approval.

3. Review and approve the prepared ES&H Documents for Physics Department Facilities that require authorization or review by the Department Chair.
 4. Review the Experimental Safety Reviews and approve them when they meet all requirements.
 5. Review all Incident Reports and develop Corrective Actions and Lessons Learned as needed.
 6. Provide or contract oversight for facility operations including but not limited to: experimental operations and general safety, review of personnel interlocks, design and conduct of interlock tests and maintained documentation, monitor radiation safety, shielding integrity and radiation measurements, and develop procedures for experimental safety operations.
 7. Review all new construction, modifications to existing facilities, and new projects within the Physics Department with regard to all occupational health and safety hazards. These shall include, but not be limited to, cryogenic, electrical, environmental fire, industrial hygiene, laser and radiation protection safety as well as means of egress, interlocks for personnel safety and mechanical construction. The committee shall review all Safety Analysis Reports and Documents prior to their submission to the BNL ES&H Committee. The committee shall assist the Physics Department Chair in establishing safety policies and utilize all local, state and national government safety guides as well as guides published in the BNL ES&H Standards, SBMS Subject Areas and BNL RadCon Manual as references to this function.
 8. Review all experimental beamline layouts within or under the jurisdiction of the Physics Department for compliance with all BNL and Departmental Safety Policies and Procedures. These include, but are not limited to, beam heating of components, electrical and mechanical interlocks, electrical safety, general safety issues, laser safety, material handling, mechanical stability, ozone production and exhaust systems, radiation shielding and vacuum integrity.
 9. Review current and proposed radiological performance goals and review the operational performance of the Physics Department with respect to its goals. It shall make recommendations to the Chair to improve progress toward minimizing radiation exposures.
- C. The [Department Safety and Training Office](#) shall:
1. Provide any assistance or complete any tasks assigned by the Department Chair.
 2. Provide the Department Chair with the information necessary to make certain that department facilities and activities comply with established safety requirements for safety and training.
 3. Provide Departmental representation on safety committees that have a significant impact on the way the Department conducts its safety and environmental programs and on issues that affect the well being or are important to the Department's personnel.
 4. Manage the safety and training policies, procedures, and personnel to maintain compliance with DOE, BNL, and Department requirements.
 5. Update the web document annually as necessary or required.

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6. Perform an annual Self-Evaluation of Safety performance, identification of weaknesses, and goals for safety enhancement.
 7. Assist ES&H Committee in finding Subject Matter Experts, prepare reports, and track issues that require follow up.
 8. Prepare minutes for ES&H Committee meetings.
 9. Prepare safety documents for the ES&H Committee's review.
 10. Provide information and expertise to the Group Safety Coordinators and Operations Coordinators that they can bring to their respective groups that will further integrate safety into the work that is being performed.
 11. Have responsibility for record keeping of originals for the safety policies and procedures.
 12. Review Experimental Safety Reviews for content, compliance, and for assigning training.
 13. Prepare Tier I inspection assignments and schedule, make sure inspections are completed as required, corrective actions are entered into an appropriate database, and tracked to completion.
 14. Give facility specific training to all employees, guests, and visitors in accordance with BNL policies.
 15. Provide assistance to all Department employees, guests, and visitors for their safety and health needs as appropriate.
- D. The [Department ES&H Coordinator](#) or his designee shall:
1. Use the BNL ES&H Standards, BNL RadCon Manual, and SBMS Subject Areas to develop and update the Departmental policies.
 2. Review the web documents at least annually or more often as needed to identify procedures to be added to or deleted.
 3. Review and update each written Departmental ES&H policy at least every three years, review revisions with the Departmental ES&H Committee and provide an explanation of changes to affected personnel.
 4. After approval by the Department Chair, ensure that the policy is published electronically and the department personnel are notified of the new policy.
 5. Advise the ES&H Committee with regard to safety, environmental, and health issues.
- E. The ATF Operations Coordinator (OC) shall provide the "first line of defense" against safety hazards and violations on the experimental floor. The OC is the users' first contact for questions or problems regarding safety, interlocks, shielding and radiation safety, vacuum and other issues. In addition, the OC has responsibilities in the Control Room including the operation of the accelerator, training of new operators, and coordination of the User's program.
- F. The Group Safety Coordinators (GSC) shall assist the Group Leader in recognizing and guarding against safety hazards and violations within their groups. The GSC is the group's first contact for questions or problems regarding safety, provides assistance or directs individuals to those safety personnel who can answer their questions and assist with problems.

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- G. Group Leaders shall have all activities under their jurisdiction conducted in accordance with the ES&H Standards, BNL RadCon Manual, SBMS Subject Areas, and their Departmental policies.
- H. All Employees, guests and visitors shall perform assignments in their workplace in accordance with the ES&H Standards, BNL RadCon Manual, SBMS Subject Areas, and their Departmental policies.

II. SIGNATURE AUTHORITY FOR ES&H DOCUMENTS

- A. The Department Chair shall signify his review and approval by signature for:
 - 1. ES&H Documents for Physics Department Facilities that require authorization or review by Laboratory Level Safety Committees or the Department of Energy.
 - 2. ES&H Documents for Physics Department as required by the DOE, [BNL ES&H Standards](#), [SBMS Subject Areas](#), and the [BNL Radiation Control \(RadCon\) Manual](#).
 - 3. Department ES&H Policies.
 - 4. Experimental Safety Reviews.
 - 5. Physics Department Incident Final Reports.
- B. The Department ES&H Committee Chair shall signify the review and approval of the ES&H Committee by signature for:
 - 1. ES&H Documents for Physics Department Facilities that require authorization or review by the Department Chair.
 - 2. ES&H Documents for Physics Department as required by the DOE, [BNL ES&H Standards](#), [SBMS Subject Areas](#), and the [BNL Radiation Control \(RadCon\) Manual](#).
 - 3. Experimental Safety Reviews.
 - 4. Physics Department Incident Final Reports.
- C. The Department ES&H Coordinator shall signify the review and approval by signature for:
 - 1. New Employee/Guest Orientation Forms,
 - 2. Safety equipment as needed,
 - 3. Work Control permits as needed,
 - 4. Other safety documents that require some level of safety review but are not reviewed by the ES&H Committee or Department Chair.

III. PROCEDURE FOR REVISIONS

- A. Minor revisions are ones that are administrative or logistical in nature and do not change the substance or requirements of the policy. The ES&H Coordinator or designee, at their discretion can make these revisions. The revision number will be increased by a decimal number. Minor revisions do not require committee approval or a new signature from the Department Chair, but shall be brought to their attention.

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- B. Major revisions require review by the ES&H Committee and review and signature of the Chair.

Official copies of these procedures are maintained at this website. Before using a printed copy, verify that it is the most current version by checking the document issue date on this website. Signed copies of these official procedures are maintained at the Training Office.

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